

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

30 September 2013

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-100

POSITION: Human Resources Assistant (D1047000) (GS-0203-05/06/07) EXCEPTED POSITION

LOCATION: Human Resources Office, Camp Keyes, Augusta, Maine

SALARY RANGE:

\$31,315 to \$40,706 per annum **GS-05**

\$34,907 to \$45,376 per annum **GS-06**

\$38,790 to \$50,431 per annum **GS-07**

CLOSING DATE: 31 October 2013

AREA OF CONSIDERATION: First consideration will be given to all qualified permanent and indefinite Maine Army National Guard Enlisted Technicians who apply. In the event no selection is made from the initial Promotion and Placement Certificate, concurrent consideration will be given to qualified Maine Army National Guard Enlisted personnel who apply.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

QUALIFICATIONS: This position may be filled at the GS-05, GS-06 or GS-07 grade. If filled at the GS-05 or GS-06 grade, the individual selected may be promoted to the next higher grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience and other requirements listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs.

SPECIALIZED EXPERIENCE: Must have six (6) months experience for the GS-05 level, nine (9) months experience for the GS-06 level or twelve (12) months experience for the GS-07 level which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-05

1. Knowledge of basic Human Resources rules, regulations and policies which govern performance of the work.
2. Ability to communicate both orally and in writing.
3. Knowledge of procedural processing of personnel transactions in the personnel specialization required of the position.
4. Skill in gathering information, data, and preparing reports.

GS-06

1. Knowledge of basic Human Resources rules, regulations and policies which govern performance of the work.
2. Ability to communicate both orally and in writing.
3. Knowledge of federal government rules, regulations, laws, and policies governing the type of transactions being dealt with.
4. Skill in gathering information, data, and preparing reports.

GS-07

1. Knowledge of basic Human Resources rules, regulations and policies which govern performance of the work.
2. Ability to communicate both orally and in writing.
3. Knowledge of federal government rules, regulations, laws, and policies governing the type of transactions being dealt with.
4. Skill in gathering information, data, and preparing reports.
5. Ability to analyze information and formulate recommendations

COMPATIBILITY CRITERIA: ENL: MOS 42A, 44C

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: For the first six (6) months of specialized experience, study successfully completed in a resident school above the high school level may be substituted at the rate of one academic year of study for six months of specialized experience, provided the study included at least 6 semester hours in subjects closely related to the personnel field. Such subjects include: English composition; public administration; personnel administration; statistics, psychology, or other courses where primary emphasis is on writing skills. **. Must provide a copy of transcript to receive consideration for substitution of specialized experience.**

SELECTED RESERVE INCENTIVE PROGRAM (SRIP): Non-Technician Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent military Technician. Applicants should contact the MEARNG Incentive Manager at 430-5922 to determine any possible termination and/or recoupment actions that may result from accepting this position.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the “TPVA”. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil.

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6017/COM (207) 430-6017 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY
MSG, MEARNG
Human Resources Specialist
(Recruitment & Placement/Compensation)

D1047000

DUTIES:

This position is located in the Human Resources Office. The primary purpose of the position is to provide limited technical assistance to Human Resources Specialists within the office and to managers, supervisors, and technicians of the serviced organization for a wide range of human resources matters. Performs work in two or more of the following human resource specialties. May accomplish work through the use of an automated system.

This position requires military membership. It is designated for National Guard enlisted incumbency only. In accordance with AR Pamphlet 611-21 and AFMAN 36-2108, incumbent performs duties necessary to accomplish human resources functions in support of programs essential to state Army/Air National Guard daily operations, training and readiness missions.

--Processes a wide range of human resources transactions related to recruitment and placement, classification, employee relations, human resource development, and/or incentive awards. These duties require a technical understanding and knowledge of numerous human resources guidelines, directives, procedures, policies, and precedent situations, which involve analyzing the interrelationships and impact that various personnel actions, in different functional areas, may have on technician personnel.

--Provides technical assistance in the area of recruitment and placement. Participates in the execution of the merit placement/promotion program. Advises and provides procedural and technical guidance to managers, supervisors, and applicants on recruitment and placement, qualification requirements, merit promotion procedures, transfers, eligibility determinations, methods of recruitment, and initial employment. Reviews and verifies information on requests for vacancies to determine the nature of the staffing action required and to ensure correctness. Prepares and distributes vacancy announcements. Conducts initial interviews and contacts applicants for dual status and non-dual status employment and furnishes information regarding vacancies and mandatory requirements for eligibility in the ARNG/ANG technician program. Analyzes and evaluates individuals' applications to determine basic eligibility. Evaluates relative quality and value of experience, training, education, and performance in relation to requirements of positions for all positions GS-07 and WG-08 and below. Reviews, evaluates and develops specialized qualification requirements, knowledge, skills and abilities statements. Assists the specialist in the recruitment and evaluation of applicants on the basis of need for candidates in special categories (i.e., key staff, handicapped, etc.). Provides advice and assistance in restructuring of positions for fill at lower grades determining selective placement factors, ranking factors, crediting factors, and the degree to which each factor is met. Prepares and maintains records and reports and performs post audits and maintenance of merit promotion files.

--Assists classification specialist by performing job audits and making classification determinations on a variety of clerical, and technical occupations (GS-07 and below) and Wage Grade occupations where standards clearly apply. Develops position descriptions for restructuring purposes, and prepares amendments and statements of differences. Interviews supervisors and employees and researches pertinent regulations to gain information relative to the position. Performs a variety of support work for the specialist, such as compiling and tracking program indicators, maintaining records on surveys and position reviews, maintaining reference materials such as position classification and job grading standards, Technician Personnel Regulations, organization charts, position descriptions, and evaluation statements, and monitoring timely implementation of classification releases. Participates in processing classification appeals by ensuring appropriate information is included. Performs position control to ensure validity of personnel and position action requests, and to determine impact on position classification and position management.

--Provides technical assistance in executing the employee relations program. Provides specific advice and guidance to supervisors, managers and employees on a variety of employee relation's matters, to include resolving minor employee problems. Conducts fact-finding investigations, researches pertinent guidance to assist in problem resolution, and responds to inquiries regarding requirements of proposed actions. Advises on non-controversial issues, such as regulatory and procedural authorities relating to performance and performance-ratings, disciplinary problems, employee dissatisfaction, indebtedness, work habits, unexcused absences, and provides guidance on alternatives and possible solutions. Explains provisions of employee benefits and services programs, to employees and supervisors on matters relating to Workers' Compensation such as determination reassignments and light duty. Coordinates with Department of Labor as necessary.

--Provides assistance to the Human Resources Development Specialist. Assists in planning and developing courses based on the needs of the organization and workforce. Advises employees and supervisors on available training, determining the appropriateness and effect of the proposed training career development or career enhancement. Recommends substitution of training. Identifies opportunities for training through a variety of sources and recommends for local training. Assists in the development of the annual training plan and surveying the organization to assess training needs. Processes a variety of documents to ensure adequate administration of the training program. Reviews and summarizes course critiques, and identifies and recommends action based on comments. Tracks training budget information and projects short range training costs.

--Serves as Executive Secretary for the employee recognition awards program. Reviews justifications for adequacy and conformance to established regulations and policies. Provides guidance on required criteria. Explains options to employees when they are dissatisfied with performance ratings. Prepares correspondence relating to the awards program, and ensures all administrative details are complete. Arranges for awards ceremonies.

--Performs other duties as assigned.